

# Job description

18 November 2020

## Government & Politics Teachers for International Foundation Programme (Fixed term, full and part-time, online and in person)

### Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. The courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses as well as stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

INTO Manchester's International Foundation year enables students from around the world to secure a qualification that leads to access to higher education. The level of studies is roughly the equivalent of A levels, although the programme is delivered over a shorter timeframe. Students are drawn from countries around the world. Currently, some of our students attend classes exclusively online, and others attend classes in our centre in Whitworth Street, Manchester. Consequently, teaching is done both online and in person, with staff working from home and from our study centre, depending on the needs of the business.

### Reporting line

The Government & Politics teachers report directly to the relevant manager for the International Foundation Programme.

### Requirements

We require well-qualified, enthusiastic and experienced teachers of Government & Politics to join our teaching team on the International Foundation programme. The contracts

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for the posts will run on a fixed term basis from 4 January 2021 to 31 August 2021. We welcome applications for both full and part time work.

### Job dimensions

- Ability to teach across a range of programmes varying in intensity and class size. This includes lectures, seminars and tutorials. Teaching may be in-person or conducted via virtual classrooms.
- Ability to teach students from a variety of countries and cultural backgrounds, and with different language levels. Students may be studying in the UK or virtually from their home country, for the duration of the current pandemic restrictions.
- Ability to assess effectiveness of teaching skills against student progress and performance.
- Approximately 20-24 contact hours (or pro-rata) per teaching week at full time.
- May be required to work with key stakeholders across other functional areas of INTO such as marketing, finance, student services. May also be required to liaise with students' parents and other external stakeholders within the partner University.

### Key accountabilities

- To teach Government & Politics following the Northern Consortium (NCUK) syllabus.
- To follow the scheme of work and adapt it to the teaching circumstances and teaching platform as necessary.
- To make purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students, including adapting materials for blended and flipped learning for online students.
- To prepare, select and use teaching-learning materials for international students (including the use of electronic textbooks, in-house materials and self-created materials). All materials will be provided electronically.
- To attend regular staff and student representative meetings.
- To mark both formative and summative coursework to agreed deadlines, liaising with the Examinations Board as necessary and keeping reliable records of scores achieved.
- To provide oral and written feedback to students and other stakeholders (e.g. programme managers, academic schools, marketing staff, sponsors and parents).
- To maintain accurate records of student attendance and academic progress, and to produce periodic reports at the request of the Programme Manager.
- To develop reasonable rules of classroom behaviour and ensure they are consistently applied, including appropriate management of online classrooms.
- To liaise with the Programme Managers in communications with the Examinations Board as necessary throughout the academic year, marking examinations scripts, preparing results sheets and attending Board Meetings at the end of the academic cycle.
- To provide academic support for international students as appropriate through consultations and tutorials (e.g. advice on language learning, study skills and academic expectations for University study, and where to seek additional academic support and information).

- To carry out administrative and record-keeping tasks associated with teaching and assessment (e.g. student progress reports, test invigilation, mark sheets, attendance and activity records, tutorial logs, advising logs, and UCAS references).
- To provide teaching cover in the absence of other colleagues.
- To participate in the social programme where this is an integral part of the teaching programme (e.g. accompanying trips and attending events).
- To act as a positive ambassador for INTO.
- To liaise with the Academic Support Manager to provide all required information in a timely manner.
- To participate in staff development and professional training as required.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

## Location

The successful candidate(s) may be required to teach students in person at our teaching centre based close to Oxford Road Railway Station, central Manchester and/or to teach students online via our teaching platform, depending on the needs of the business. In addition, occasional travel to other sites around Manchester or further afield may be required.

In person teaching will usually take place in our Central Manchester premises, close to the Oxford Road Railway Station but examinations might be held in other locations around Manchester. Some meetings may be held in nearby offices.

## Salary

**Pay Band D: £27,838.00 - £37,665.00 gross pa (pro-rata for part-time)**

Please be advised as INTO have students under the age of 18, any subsequent offer of employment would be conditional and as part of our Safeguarding procedures, applicants are asked to note that:

- subject to providing us with two satisfactory references the references will be followed up; and
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is**

confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

**Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Legal status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment.</li> <li>• Eligibility to work in and travel freely to and from the UK</li> </ul>	
<b>Academic qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate academic qualification at undergraduate or equivalent level e.g. BSc/BA or professional qualifications in a relevant subject area.</li> <li>• A relevant teaching qualification e.g. PGCE, PGDE, CertEd or other equivalent qualification</li> </ul>	
<b>Experience and achievements</b>	<ul style="list-style-type: none"> <li>• Teaching experience at pre-degree level and/or undergraduate level.</li> <li>• Experience of academic assessment and standards and of quality assurance procedures.</li> <li>• Demonstrable cross-cultural awareness and understanding.</li> <li>• A record of achievement in teaching.</li> <li>• Experience of teaching International students at the appropriate level</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding and appreciation of private sector education.</li> <li>• Experience of working with student progression and/or university admissions.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Competence in the effective use of Information and Communications Technologies (ICT).</li> <li>• Competence in the use of online teaching technology, e.g. virtual classrooms.</li> <li>• Proven planning and organisational skills.</li> <li>• The ability to prioritise, meet deadlines, work under pressure and, when necessary, with minimal resources.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication and presentation skills.</li> </ul>	
<b>Expertise</b>	<ul style="list-style-type: none"> <li>• An understanding of UK higher education and the needs and requirements of international students.</li> <li>• A record of attention to detail, thoroughness and fairness.</li> <li>• Outward looking and student sympathetic.</li> <li>• Flexible with the ability to solve problems, to put in the time necessary to do the job.</li> </ul>	

INTO is an equal opportunities employer. INTO is committed to safeguarding and promoting the welfare of young people and child protection screening will apply.